

1. Communications - upwards and downwards.
 - (a) Be definitive on program objectives, goals, specific work projects, authorities, responsibilities, etc.
 - (b) Discuss promotion policies and career development with employees; encourage employees to gain new skills and acquire new knowledges for future assignments.
 - (c) Recognize employee limitations and discuss with employees.
 - (d) Encourage new ideas, procedures, etc. - advise on employee suggestion awards program.
 - (e) Gain confidence of employees - afford opportunities to discuss pressing personal problems, ie: financial, medical, legal, etc. and assist them by personal action if appropriate ie: liberal approach on leave, temporary detail to less stringent work or environment, etc; or refer to others who are equipped to render professional advise, ie: Benefits and Casualty Division, Credit Union, Medical Staff, General Council, etc.
2. Keep informed of employees activities and whereabouts - particularly during extended periods of absence or when between assignments. Advise Headquarters or new Office of check in dates, etc.
3. Emphasize use of Fitness Reports as a basic tool of supervision - discuss with employees - reference recent memo from General Carter.